

**VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, SEPTEMBER 17, 2013**  
**SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**

The September 17, 2013 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:05 PM.

**Present:** President Lienau and Trustees Pam Abshire, Donna Scattergood, Scott Baker, John Clove, Pat Duffy, and Shane Solomon.

**Staff Members:** Robert Kufrin, Village Administrator, Juliana Neuman, Finance Director, and Janal Suppanz, Administrative Assistant.

**Others:** Greg Casperson

**Approval of minutes as published:**

**As to the minutes for the August 13, 2013 meeting of the Village Board:**

*A motion was made by Clove, seconded by Solomon to approve the minutes for the August 13, 2013 meeting of the Village Board as presented. Motion carried - All ayes.*

**Comments and Correspondence:**

Lienau asked if anyone wished to address a non-agenda item. No one responded. He then pointed out that the following documents had been included in the meeting packets:

1. A copy of a Door County Sheriff's Department Call Log for the Village covering the period May thru August of 2013.
2. A copy of an e-mail which had been received from Jeff Bakke, the "Self Ordained Grand Poobah of the Sister Bay Dog Park". In that e-mail Bakke thanks Village officials for seeing that more wood chips and a picnic table were placed at the Dog Park.
3. A thank you letter which had been received from the DCEDC for past support and a request for continued support in 2014.
4. An invitation to the Door County Humane Society's Open House/Ribbon Cutting Ceremony on Saturday, September 21, 2013.

*The Board members jointly reviewed all of the previously mentioned documents, and it was the consensus that the DCEDC's letter shall be referred to the Finance Committee.*

**New Business Items:**

**Item No. 1. Consider a motion to accept the recommendation of the Parks Committee to approve the bid submitted by \_\_\_\_\_ to construct the Performance Pavilion for \$\_\_\_\_\_:** Three bids were received for the Performance Pavilion project, but all of them greatly exceeded Dimension IV's cost estimates. The Parks Committee will be meeting with the Architect who worked on the Pavilion Project sometime next week. It is quite likely that the project will have to be re-bid. Therefore, at this time no formal action will be taken on either of these agenda items.

**Item No. 2. Consider a motion to send a letter of appreciation to the anonymous donors for the funding they provided for the Performance Pavilion Project:**

No action was taken on this agenda item.

**Item No. 3. Review of the monthly financial statements and consideration of a motion to approve the monthly bills:**

Payment approval reports for the period August 15, 2013 through September 17, 2013 were included in the meeting packets, and the Board members jointly reviewed all of those documents.

*A motion was made by Lienau, seconded by Baker that the monthly bills totaling \$290,805.33 are all approved. Motion carried – All ayes.*

**Item No. 4. Report on County activities from the County Supervisor, Dave Lienau:**

Lienau gave the following oral report:

1. The September meeting of the County Board has been postponed as a County Conference will be held in Madison and most of the Supervisors will be attending it. The September County Board meeting will now be conducted on September 26, 2013.
2. Work is ongoing on the County's budget. Two weeks ago the Finance Committee issued an edict that all County Departments cut expenses in such fashion that a budget shortfall is covered. (The net new construction for the County would equate to a \$116,000 tax increase, but the increase in County expenses for 2014 is well above that.) The final budget will be approved in November.
3. All of the contracts with bargaining units will expire on December 31, 2013, and work is being done on a Compensation Study Plan and a new Administration Manual.

**Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee:**

*Lienau indicated that a Personnel Committee Meeting and a Finance Committee will have to be scheduled soon, but he would like to see the Finance Committee meet before the Personnel Committee. It was the consensus that the Bay Shore Drive Reconstruction Oversight Committee shall meet at 5:00 P.M. on September 25, 2013, and that the Finance Committee shall meet at 6:00 P.M. on September 25, 2013. The Bay Shore Drive Committee will meet in the Large Meeting Room at the Fire Station, and the Finance Committee Meeting will be conducted at the Administration Building. The Personnel Committee will meet at 4:30 P.M. on September 26, 2013, and that meeting will likewise be conducted at the Administration Building.*

**Item No. 6. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session to discuss plant ownership issues:**

**Item No. 7. Consider a motion to reconvene into Open Session:**

**Item No. 8. Consider a motion to take action, if required:**

None of these agenda items were addressed.

**Committee Reports:**

**(1) Administrative Committee/Public Relations Committee**

The Administrative Committee/Public Relations Committee has not met recently.

**(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

No action based on the minutes which were included in the meeting packets. The Bay Shore Drive Reconstruction Oversight Committee will be meeting tomorrow at 4:00 P.M.

**(3) Door County Coastal Byways Commission**

No action based on the minutes which were included in the meeting packets. The Coastal Byways Commission also met on September 12, 2013, but those minutes have not been completed yet. The kiosk panels should be arriving soon, and a tentative grand opening tour has been scheduled for Thursday, October 30, 2013. Local television and radio stations will be contacted.

**(4) DCEDC**

No action based on the minutes which were included in the meeting packets. The DCEDC also met on Monday, September 9, 2013. Bill Chaudoir will be visiting Door County's "sister city" in China in the near future.

**(5) Economic Development Committee**

The Economic Development Committee has not met recently. The final draft of the Downtown Redevelopment Plan should be available in a couple weeks. Even though the final draft of the plan has been agreed upon the members of the Economic Development Committee have not completed all their appointed tasks yet; they will be considering development which can occur in other areas of the Village. The next area to be considered will be properties located along Country Walk Drive and South Bay Shore Drive.

Unfortunately the issues which have been identified with the Piggly Wiggly expansion project have not been resolved yet. The main problem is providing for sufficient parking for a number of years to come, as the Nesbitts and the Country Walk Owners have not been able to reach an agreement. Kufrin has repeatedly assured Tom Nesbitt that the Plan Commission wants to work with him and his associates, and will be meeting with him tomorrow.

Greg Casperson voiced concerns that the Redevelopment Plan is not available yet. It was his understanding that it would be in developers' hands by July. He personally has "held off" on talking to developers for his property as he did not "want to step on any toes".

**(6) Finance Committee**

The Finance Committee has not met recently.

**(7) Fire Board and Fire District Exploratory Committee:**

The Fire Board met recently. The major focus of the meeting was the budget for 2014.

The Fire District Exploratory Committee has not met recently.

**(8) Historical Society**

The minutes for the last Historical Society Board of Directors meeting have not been received yet.

**(9) Library Commission**

No action based on the minutes which were included in the meeting packets. The new Library garden is very nice and the grand opening will be conducted next spring. The members of the Library Commission were very happy that the 8<sup>th</sup> graders helped with the Marina Fest Book Sale and believe their assistance was invaluable. There were concerns that people may "hang out" in the garden after hours, and, therefore, applicable signs have been erected.

**(10) Marina Committee and Marina Fest Committee:**

No action based on the minutes which were included in the meeting packets. The Marina will be donating a stay at the Boathouse as the grand prize for the "Seeking Sven" program. This

1 year there was a budget shortfall, and efforts are being made to address that issue. There will be  
2 a 1 ½% “across the board” rate increase for the next few years. Work is ongoing on the 2014  
3 Marina budget.

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5 The Marina Fest Wrap-Up Meeting will be conducted at 6:30 P.M. on Monday, November 11,  
6 2013.

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8 **(11) Parks**

9 No action based on the minutes which were included in the meeting packets.

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11 **(12) Personnel Committee**

12 The Personnel Committee has not met recently.

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14 **(13) Plan Commission**

15 No action based on the minutes which were included in the meeting packets.

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17 **(18) Communication/Technology Committee**

18 The Communication/Technology Committee has not met recently.

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20 **(14) SBAA**

21 No action based on the minutes which were included in the meeting packets. Work is ongoing  
22 on planning for Fall Fest.

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24 **(15) Teen Center**

25 The Teen Center Board has not met recently.

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27 **(16) Tourism Zone Commission**

28 No action based on the minutes which were included in the meeting packets. Kufrin suggested  
29 that Lienau consider appointing the new Administrator to the Tourism Zone Commission.

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31 **(17) Utilities**

32 No action based on the minutes which were included in the meeting packets. Liberty Grove of-  
33 ficials recently informed Village officials that since they have not had an opportunity to meet  
34 regarding the Utility ownership issue yet they want the ownership discussions which were  
35 scheduled for September 16<sup>th</sup> and September 30<sup>th</sup> to be cancelled. Village and Town officials  
36 will be attending a “meet and greet” session at the Liberty Grove Town Hall at 7:00 P.M. on  
37 Thursday, September 19, 2013.

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39 **Adjournment:**

40 *A motion was made by Baker, seconded by Abshire to adjourn the meeting of the Board of*  
41 *Trustees at 7:29 PM. Motion carried – All ayes,*

42  
43 Respectfully submitted,

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45 Janal Suppanz,  
46 Administrative Assistant